



Grand Peninsula

Owners Association, Inc.

The Modifications Committee (MC) Submission Form must be completed for any anticipated exterior alterations to your home. Please review the CC&Rs for Grand Peninsula Owners Association to find detailed requirements for your project. Please remember that you may be very familiar with your project, however, the Modifications Committee is not. Please be **specific** and **detailed** in the submission of your project to eliminate questions and unwanted delays in the processing of your submittal.

Please make sure, at a minimum, you attach/include all the following information:

- ☐ A **completed** Submission Form (page one and two; including your neighbor's signatures)
- ☐ A **detailed description** of the project, including height, width and depth, roofing materials, colors etc.
- ☐ An unmarked **site plan/survey plat**
- ☐ A **site plan/survey plat showing the location** of the house along with any other structures on your lot, and the proposed structure (also showing the exact location of the modification including distances from house, fences, utility easements and building setbacks)
- ☐ A **complete materials list** of the project, including paint and/or stain color (include swatch)
- ☐ A **picture** or drawing of the intended project (brochures or links to websites about it)
- ☐ **Schematics, drawings, or contractor plans** (if applicable)

Owner Acknowledgements and Responsibilities:

I understand:

- That no work on this request shall commence until I have received written approval from the MC.
- Any construction or exterior alteration undertaken by me or on my behalf before approval of this application is strictly prohibited.
- If alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and that I may be required to pay all related legal expenses incurred.
- The MC has 30 days to respond to a request.
- All proposed improvements must meet city, state, and local codes.
- It is my responsibility to obtain all applicable permits and approvals.
- Any variation from the original application must be resubmitted for approval.
- I am also responsible for ensuring that the alteration does not negatively alter drainage flow on my own or neighboring lots; and that I will incur all costs for the repair should damages occur.
- No contractors' signs are allowed.
- No access/egress on common lands without the express prior approval from Grand Peninsula Owners Association.
- It is my responsibility, as the homeowner, to make sure that this request has been received at the CMA office listed on the Modifications Submission/Application Form.
- Upon approval, the alteration must be completed within nine months from the date of approval or a new application needs to be submitted.
- The improvement must be maintained per the Declaration of Covenants, Conditions, and Restrictions and the MC standards for Grand Peninsula Owners Association.
- My signature indicates that these standards are met to the best of my knowledge.
- I understand that by completing this form, I grant permission to the MC to inspect my property and I agree to abide by their decision.

Owner's Signature: _____

Date: _____

Owner's Signature: _____

Date: _____

GRAND PENINSULA OWNERS ASSOCIATION, INC.

Modification Submission/Application Form

OWNER: _____ Date: _____

Street Address: _____

Neighborhood: _____ Phone: _____

Email: _____ Projected Start Date: _____

Modification or Addition Requesting:

- | | | |
|---|--|--|
| <input type="checkbox"/> Remodeling/Additions | <input type="checkbox"/> Landscape: planting and/or edging | <input type="checkbox"/> Sports/Play Equipment |
| <input type="checkbox"/> Storage Shed/Arbor/Gazebo | <input type="checkbox"/> Pool / Spa | <input type="checkbox"/> Hardscape: paving, sidewalk/drive |
| <input type="checkbox"/> Decks/Patio: extension or cover | <input type="checkbox"/> Garage Door(s) / Exterior Door(s) | <input type="checkbox"/> Lighting: fixtures and location |
| <input type="checkbox"/> Fence/Wall: replacement or extension | <input type="checkbox"/> Exterior Color (Paint)/Materials | <input type="checkbox"/> Other: _____ |

***Is this request in response to a violation letter we sent you? YES ☐ NO ☐**

DESCRIPTION OF IMPROVEMENT/ALTERATION REQUEST:

LOCATION OF MODIFICATION: _____

Name and Contact Info for Builder or Contractor (if applicable):

I have obtained a City Building Permit: ☐ Yes ☐ No ☐ Not Applicable ☐ Applied For **(PROVIDE COPY WHEN RECEIVED)**

Does Project require Fence Removal? ☐ Yes ☐ No

Will the Completed Project be Visible from the Street or Common Areas in or Around Grand Peninsula? ☐ Yes ☐ No

Please Check Any Boxes that Apply to Your Project:

- | | |
|--|--|
| <input type="checkbox"/> My Lot is a Corner Lot | <input type="checkbox"/> My Lot Has Iron Fencing (Any Amount) |
| <input type="checkbox"/> My Project Has Already Been Started | <input type="checkbox"/> My Project has Already Been Completed |

PLEASE NOTE: All modifications must have the signature of all adjacent neighbors. This is not their approval, but only an acknowledgement that they are aware of the modification. **Homeowner is to ensure that all yards, landscaping and drainage are replaced to existing or better condition after the work is completed. For fence replacements, all posts are required to face the interior of the yard along any sections visible from the public right-of-way.**

Neighbor's Name: _____ Address: _____

Signature: _____

Neighbor's Name: _____ Address: _____

Signature: _____

Neighbor's Name: _____ Address: _____

Signature: _____

Please submit to: GRAND PENINSULA OWNERS ASSOCIATION
Mail: 2603 N. Grand Peninsula Drive, Grand Prairie, TX 75054
Email: dsoto@cmamanagement.com